

CEDAR VALLEY ELEMENTARY COMMUNITY COUNCIL  
LOCAL UNIT BYLAWS

ARTICLE I: NAME

The name of this organization is Cedar Valley Elementary Community Council. It is a local School Community Council unit recognized by the Alpine School District.

ARTICLE II: PURPOSE

In Utah the annual distribution from the permanent fund, where revenue from school trust lands is deposited, is distributed to every public school in the state through the School LAND Trust Program. Site-based committees prepare plans, approved by the local school boards that identify an academic need and a proposed solution using the annual dividend.

ARTICLE III: DUTIES AND RESPONSIBILITIES

The Cedar Valley Elementary Community Council is responsible for the School Improvement Plan. The council will assess academic needs and identify the most pressing academic needs of the school. The council will prepare an action plan called a School Land Trust Plan to address the needs and meet the goals identified. The school community council will submit the plan for the upcoming school year and the progress report for this school year on the School LAND Trust website.

The school community council will participate in the development of the Professional Development Plan, the Reading Achievement Plan, and the Child Access Routing Plan.

The council will advise and make recommendations to school and district administrators and the local school board. They will provide notice of elections and meetings. The council will provide reports to parents and respond to local board requests.

ARTICLE IV: MEMBERSHIP

The voting membership of the Cedar Valley Elementary School Community Council must include:

- Parent/guardian members
- Faculty/staff members
- Principal

The SCC must have at least two more parent/guardian than school staff member, including the principal.

Any parent/guardian is eligible if they have a child who will be enrolled at the school during the first two-year term of office.

## ARTICLE V: ELECTIONS

Each school employee member, except the principal shall be elected by a secret ballot at an election held at the school by a majority vote of the school employees and serve a two-year term.

Each parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting at the election and serve a two-year term.

Only parents or guardians of students attending the school may vote at the election. Parent members must have a child at the school at least one of the two years of their initial term.

Elections must now be held open for three consecutive school days at the school. Ballots cast will be deposited in a secure ballot box.

Notice of the available community council positions shall be provided to school employees, parents, and guardians at least 10 days before the date that voting commences for the election. The notice shall include the dates and time of the elections, a list of council positions that are available, dates and times of elections, and instructions for becoming a candidate.

If a parent or guardian position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position. If a school employee position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other school employee members of the council shall appoint a school employee to fill the position. A member appointed to a school community council shall serve out the remainder of a two-year term.

Approximately half of the SCC seats are up for election each year.

The term of office shall be October 1 through September 30.

## ARTICLE VI: OFFICERS

Councils may have a chair and vice-chair or co-chairs. Parents are elected by the council to fill those positions. A school employee member may serve as a co-chair if a parent member serves as the other co-chair. Both co-chairs could be elected from parent members. A secretary will record minutes.

## ARTICLE VI: SCHOOL COMMUNITY COUNCIL MEETINGS

School community council agendas are posted on the school website at least one week in advance and include the date, time, location, and minutes of the last meeting. Agendas

are also posted on the front door of the school at least 24 hours in advance and include the date, time, and location of the meeting.

All school community council minutes include the date; time; location; names of members present and absent; substance of all matters proposed, discussed, or decided; a record of votes; names of each person who is recognized by the chair to speak in the meeting; and substance of what is said. A recording of each meeting is kept and labeled with the date, time, and location of the meeting. Minutes are marked as a draft until approved. Minutes shall be retained for three years.

A majority of council members are a quorum for conducting business. The action of a majority of the quorum is the action of the council.

The following schedule and report summaries are provided on the school website by October 20<sup>th</sup> of each year and to every household without access to the internet.

- A yearly meeting schedule

- A list of council members with email and phone contact information, or both

- A summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year in the fall of the following year

- The amount of money the school has received each year of the program.

#### ARTICLE VII: NOTICING

A list of the members of the council with a direct email, where available, and phone number, where available, must be posted on the school website and provided directly to all parents.

#### ARTICLE VII: AMENDMENTS

These bylaws may be amended at the meeting of the Cedar Valley Elementary School Community Council provided that the notice of the proposed amendments has been given at least 30 days prior to the meeting at which the amendments are voted upon. The proposed amendment passes by a simple majority of the members present provided that a majority of council members are present.